



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Substitute Direct Care Staff
PROGRAM:	Buckman House
OPENING DATE:	Ongoing
CLOSING DATE:	Ongoing
HOURS/WEEK:	Variable - hours per week not guaranteed
STATUS:	Temporary; non-benefitted; Non-exempt

**SCHEDULE:** As needed on a sporadic basis. There is no guarantee of scheduled hours. Because the program is staffed 24-hours per day, 365 days per year, substitute workers must have some flexibility in their availability and, generally, must be able to work overnight shifts, as well as weekends and holidays. Substitute Workers who do not work for 6 consecutive months are normally removed from the employment rolls.

**WAGE/BENEFITS:** Beginning wage is \$12.83/hour. Ineligible for benefits except as required by law.

**TO APPLY:** Submit a resume and cover letter to Patti Noonan, c/o Janus Youth Programs, Inc, 707 NE Couch St., Portland, OR 97232 or by e-mail to [pnoonan@janusyouth.org](mailto:pnoonan@janusyouth.org)

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, [www.janusyouth.org](http://www.janusyouth.org)!

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**SUMMARY:** The Substitute Direct Care Staff works on a sporadic, as-needed basis, to fill in for regular staff who are unavailable to work due to vacation, illness, trainings, etc. The program is staffed 24/7, so substitutes may be asked to work any shift. As a result, flexibility and availability is preferred. Duties of the position include overseeing the day-to-day operation of a residential independent living treatment program for males, ages 17-24, who are re-entering the community from close custody juvenile correction institutions.

**QUALIFICATIONS:** Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Bachelor's degree in mental health, social work, juvenile justice, or related field or two years' experience working with youth is preferred. (Note: No less than 50 percent of the Direct Care Staff shall have a Bachelor's Degree.)
- Experience and clinical training working with delinquent or emotionally disturbed adolescents, at least one of which has been in a residential setting, is strongly preferred.

**REQUIRED ABILITIES:**

- Values working in a multicultural/diverse environment.
- Extensive exercise of independent and team-coordinated direction and judgment.
- Staying calm and emotionally available in an environment serving emotionally disturbed youth.
- Ability to communicate effectively orally and in writing with a broad variety of people, including staff, supervisors and management.
- Ability to work effectively with diverse cultures.
- Openness to feedback and supervision.

- Requires working effectively within a team dependent environment.
- Exercise tact, discretion, and judgment in working with a variety of people.
- Maintain appropriate professional boundaries in working with others and in handling confidential information.
- Regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Perform and/or supervise routine household tasks (cleaning, cooking, emptying trash, etc.)
- Accurately read, record, and interpret information.
- Requires climbing at least 2 flights of stairs.
- Provide auditory and visual supervision of clients.
- Ability to escort and supervise clients in the community which may require standing and walking up to an hour at one time.
- Manual/physical dexterity allowing for performance of routine household and office functions such as phone use, computer use, copying, filing, writing, cleaning, cooking, lifting and reaching, etc.

#### OTHER REQUIREMENTS:

- Driving is preferred; a personal vehicle for travel and/or transport clients preferred. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.
- Food Handler's Certification.
- Must obtain National Provider Identification Number through the National Plan and Provider Enumeration System.

#### WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents and families.
- May involve time in excess of routine schedule and/or overtime, including evening/overnight, and/or weekend hours, and/or holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.,) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).
- Requires extensive exercise of independent judgment within program guidelines.
- Will involve working late evening/early morning, including some weekends and possibly holidays.

- Will involve exposure to information that graphically describes physical, sexual and emotion abuse of children and may experience vicarious trauma.

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